



## QRIS Document Checklist for Family Child Care Providers

*NOTE: All documents required to verify rating scores must be present at the time of the QRIS site visit.*

*Documents presented outside of the site visit will **NOT** be considered for the site rating.*

### Element 1:

Rater(s) will select 2 children's files randomly for:

- Completed DRDP 2015 documentation (either paper DRDPs or on computer)
- Evidence that DRDPs are used to inform curriculum planning in the form of:
  - Lesson plans/written curriculum statements/planning webs/anecdotal notes
- DRDP Online evidence in the form of:
  - Online Report printouts or on computer (even if done off-site or through third party)

### Element 2:

Rater(s) will select 2 children's files randomly for:

- Physician's Reports LIC 701 or Equivalent
- Vision and hearing screening documentation (done either through Healthier Kids Foundation or annually collected Physician's Reports LIC 701 or equivalent)
- Completed ASQ and ASQ-SE questionnaires
- Evidence that the site has a referral policy in place for referring children to support services as needed in the form of:
  - Written referral policy/conversations between site staff and WestEd rating staff
- Evidence that ASQ-3 and ASQ-SE results are used to implement intervention strategies and adaptations as appropriate in the form of:
  - Lesson plans/written curriculum statements/planning webs/planning session notes

### Element 3:

Rater(s) will look at FCC Provider's files for:

- Verification of degree
- Permit level
- ECE units
- 21 hours of PD documented annually (a year back from date of site visit) in the form of:
  - PD through approved training organizations with completion certificates
  - Current college coursework transcripts, if any

